

28 SEP 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report -- Week Ending
28 September 1973**

1. Suggestion Awards: On 25 September 1973 the Acting Chairman, Suggestion Awards Committee, approved 12 Minimal Award Cases -- 11 cash awards totaling \$520 and one Certificate of Appreciation. The awards were as follows:

Directorate of Management and Services -- \$270

Office of Personnel	1 award	\$35
Office of Training	1 award	\$50
Office of Security	2 awards	\$100
Office of Logistics	1 award	\$50
Office of Communications	1 award	\$35

Directorate of Operations -- \$50

Africa Division	1 award	\$50
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Directorate of Intelligence -- \$100

Imagery Analysis Service	1 award	\$50
Office of Economic Research	1 award	\$50

Directorate of Science and Technology -- \$100 and one Certificate of Appreciation

NPIC	2 awards	\$100
OD&E -- one Certificate of Appreciation		

2. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED] -- Office of Logistics -- Independent Contractor -- one-year extension.

25X1A

[REDACTED] -- Office of Security -- Independent Contractor -- one-year extension.

25X1A

[REDACTED] -- Office of Security -- Independent Contractor -- one-year extension.

3. Central Processing: During the week 18 individuals checked in PCS and 21 checked out PCS through Central Processing Branch.

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4. Co-op Program: [REDACTED] Coordinator for Cooperative Programs, visited Georgia Tech. In addition to two Office of Weapons Intelligence senior co-ops to whom he made commitments for staff employment, he interviewed nine applicants. The aeronautical engineer job for OSI was filled and an alternate selected. Three co-ops were selected to fill OSI's requirements, as well as two alternates. Another excellent co-op was identified for OJCS, although we had no requirement at this school for this office. The Co-op Coordinator made his first visit to Bowie State today. In addition to briefing the campus Co-op Coordinator about our program, he also interviewed co-ops for the Office of Finance.

5. Retirement Statistics: With the last of certain pending cases of disability retirement resolved, Retirement Affairs Division is able to move ahead on preparing the "vital statistics" of the retirements in FY 1973. The annual statistical report has been published and distributed, showing 978 retirements -- 498 Civil Service and 480 CIARDS -- for the year. (OMS will reconsider one disability case; depending upon the outcome, this could change the total figure.)

6. Position Management:

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a. The survey of GSI contract positions at [REDACTED]

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[REDACTED] was completed and a report with recommendations is being prepared.

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b. [REDACTED] survey has been 100% resolved and a staffing complement change has been issued.

c. A detailed review has been made of the OEL/Special Operations Center positions, functions and organization in connection with the request for upgrading certain positions and increasing ceiling.

- 2 -
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Coming Events

1. The CFC kick-off rally will be held in the auditorium at 1400 hours on 4 October 1973.

2. The first UBLIC and WAEPA premiums will be forwarded to the underwriters as a result of payroll deductions which started in August.

3. A survey will be completed to determine how many overseas medical claims are received that require a query to the claimant because insufficient information was forwarded with the initial submission.

25X1A 4. During the forthcoming week, Chief, Contract Personnel Division will be exploring with OPPB possible ways of modifying or substituting the present ceiling control on part-time contract employees in Headquarters [REDACTED] with dollar controls.

5. We will continue processing staffing complement changes for ceiling reductions and organizational changes.

/s/ John F. Blake

John F. Blake
Director of Personnel

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